

POLICY: Cell Phone

DATE: 05-24-2011

To amend Personnel Policy by adding new section: 4.18

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The purpose of this policy is to outline the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones and the safe use of cell phones by employees while driving.

PERSONAL CELLULAR PHONE

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Town phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one or two per day as needed. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of the Town's policy. Flexibility will be provided in circumstances demanding immediate attention. The Town, however, reserves the right to implement further restrictions or prohibitions in the event that productivity and safety are significantly impacted by personal cell phone use. Further, the Town will not be liable for the loss of personal cellular phones or other handheld electronic devices brought into the workplace.

CAMERA PHONES

Unless authorized for legitimate Town business assignments or job duties, the Town prohibits employee use of phone cameras and video recorders in the workplace, as a preventative step necessary to secure employee privacy, and personal/confidential information.

PERSONAL USE OF TOWN CELLULAR PHONES

Where job or business needs demand immediate access to an employee, the Town may issue a Town-owned cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used principally for Town business. Phone logs may be reviewed to ensure no unauthorized use has occurred.

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Employees in possession of Town equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return, inspection, or replacement. Employees unable to present the phone in good working condition within the time period requested, may be expected to bear the cost of a replacement.

In the event an employee has replaced a town-issued cellular phone with a different piece of equipment at his or her cost, upon resignation or termination of employment, the service to that phone will be terminated but the employee will be able to retain the equipment upon the production of receipts and/or other documentation verifying it has been paid for from personal funds.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

SAFETY & CELLULAR PHONE USE

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using cell phones while driving. This prohibition includes the receiving (accepting) or placing calls; retrieving, sending, or responding to text and image messaging, Internet browsing; reading, drafting, or sending emails; checking voice messages, and operating any application installed on cellular phones or handheld devices.

Safety must come before all other concerns and employees should maintain vigilance in minimizing distractions while driving. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call, or otherwise using any handheld device. In the event of urgent circumstances, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional matters, and remain focused on the road and driving conditions. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

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DISCIPLINE

Employees in violation of this policy will be subject to corrective action, in accordance with the disciplinary procedures defined within governing employment agreements or policies.

Any employee charged with traffic violation(s) resulting from the use of a cellular phone or other handheld device will be solely responsible for all liabilities that result from such actions.

EMPLOYEE ACKNOWLEDGEMENT

I have been provided, read, understand, and agree to adhere to this policy.

Signature

Date
